

VALLEY VIEW HEALTH CENTER
In the Town of Chehalis,
Lewis County, Washington

**ANNOUNCES A POSITION OPENING FOR
EXECUTIVE DIRECTOR**

Position is open as of January 15, 2004.

This position reports to the Board of Directors of Lewis County Community Health Services, Inc., a not-for-profit, pending 501c3 Corporation. The corporation is in the implementation phase of opening Valley View Health Center with strong community support, including financial assistance. The corporation has submitted a Section 330 Community Health Center grant application in the 12/1/03 funding cycle and intends to submit a FQHC Look-Alike application in the near future. Anticipated opening date: 2nd quarter of 2004.

Compensation for the position is negotiable, depending on experience, and is intended to be competitive with similar community health centers in the Pacific Northwest.

Valley View Health Center is located in Chehalis, the county seat of Lewis County, Washington. Chehalis and its larger contiguous neighbor, Centralia, contain about 21,000 of the county's 70,000 population, and sits astride the I-5 corridor in the western part of the county. Olympia, the state capitol, is 30 miles to the north and Longview is 40 miles to the south. Lewis County extends from the Cascade Mountains in the east to rolling agricultural land in the west. It is home to mountains and river valleys with great scenic beauty. Its small town and rural character engenders a close-knit community feeling.

FOR MORE INFORMATION OR TO SEND A RESUME, CONTACT:

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QUALIFICATIONS FOR THE POSITION:

Experience

At least five (5) years of executive management experience adequate to demonstrate comparable skills and a commitment to supporting a mission of caring for the underserved. The following are deemed desirable and preferable experience: strong management experience in a medical group practice setting with preference given to CHC experience; work in a community health-related non-profit setting; work with a culturally diverse volunteer Board of Directors and demonstrated ability to relate cross culturally; work in a grant-funded organization with demonstrated grant-writing skills.

Education

Undergraduate degree in an appropriate field required; graduate work or a full advanced degree in public health, business administration, public administration, health care administration or other relevant field preferred. Continuing education in clinic management is desirable.

Skills

Personal: effective, documented ability to work with people with diverse cultural and language backgrounds; must be able to work effectively within a diverse cultural environment; public speaking and presentation abilities.

Professional: effective, documented interdisciplinary and interagency collaboration and coordination; team development; contract & other negotiations skills; operations & fiscal management; supervision skills; fund raising; grant applications and management; budget management; personnel management; basic computer literacy in the Microsoft Office suite of applications.

POSITION SUMMARY:

The Executive Director of Valley View Health Center is responsible for oversight and management of ongoing Center operations including both internal and external Center-related activities. Accountability includes operations management, fiscal viability, contract management, public relations, community relations especially cross cultural relations, fund-raising, and coordination with public agencies and groups. The Executive Director, in collaboration with the Board of Directors, positions the organization to operate effectively in the current and anticipated health care environment. In addition, the Executive Director is responsible for coordination, liaison and support to the Board of Directors in the organization and execution of their duties and in development of the mission, goals and values of the Center. The Executive Director is also responsible for understanding and attempting to impact the health care policy, legislative and regulatory environment in which the Center operates.

JOB RESPONSIBILITY #1:

Work with the Board of Directors to develop, implement and maintain the mission and goals of the organization.

- A. Execute the Board's directives in a manner consistent with the mission, goals and values of the organization.
- B. Work with the Board Executive Committee to help the Board of Directors sustain itself through effective recruitment, orientation & training of community-representative Board members.
- C. Help the Board of Directors hold effective meetings.
- D. Support the Board of Directors in designing and implementing an effective Board structure and effective Board processes.
- E. Inform the Board of Directors on a timely basis of issues, needs, developments, etc., which affect the Center in the fulfillment of its mission, goals and values including those relating to cross-cultural issues.

JOB RESPONSIBILITY #2:

Serve as the Chief Operating Officer for the Center.

- A. Maintain the quality of health care provided to the Center's patients at or above the standard of care prevailing in the general community.
- B. Hire, train, and supervise effectively a management team and staff, which can and does work successfully at fulfilling the Center's mission, goals and values.
- C. Ensure that the Center's building, grounds and equipment are effectively maintained and operational.
- D. Maintain a balanced budget in compliance with the Center's funding source requirements.
- E. Ensure that all Center employees conform to all regulatory requirements, and that all necessary reports are submitted accurately and on time.
- F. Effectively operate in a managed care environment as needed.

JOB RESPONSIBILITY #3:

Serve as primary Public Relations Spokesperson and Fund-raiser for the Center.

- A. Ensure that the center is presented in a favorable light to the news media, civic organizations, government agencies, the communities it serves and the general public.
- B. Develop the widest possible range of funding sources consistent with the Center's mission, goals and values.
- C. Maintain strong relationships with current funding sources.
- D. Ensure the development and implementation of a Board-approved public relations program.
- E. Ensure that Center staff have sufficient information and instruction to be able to effectively relate the approved message about the Center's mission, goals, values and activities to the general community when called upon to do so.